

# **FINANCE DEPARTMENT**

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# **EMERGENCY PROCEDURES MANUAL**

[www.miamidade.gov/finance/procedures](http://www.miamidade.gov/finance/procedures)

# **2003**

# FINANCE DEPARTMENT EMERGENCY PROCEDURES

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## **I. EXECUTIVE SUMMARY**

### **A. Purpose**

It is important for our Department to prepare, maintain and be able to implement effective emergency procedures. This manual outlines the steps Finance Department personnel should follow in cases of different types of emergencies.

### **B. Sections**

Different types of emergencies require different preparation and/or responses. This manual will cover the following situations:

1. Section II. Hurricane: Includes general hurricane information and hurricane preparedness for Finance personnel.
2. Section III. Other Emergencies: Includes information and emergency preparedness related to bomb threats, suspicious packages, explosive devices, fire, chemical or biological leaks, spills or hazards, and emergency rescue.
3. Section IV. Hurricane Preparedness - for Personal Safety: General information to follow for personal safety.

### **C. Responsibilities**

The success and effectiveness of an emergency procedure is directly dependent upon those who prepare and implement it. The procedure should be tested, updated annually, and disseminated as required.

Each division is responsible for compliance with these preparedness guidelines, including:

- Familiarity with the emergency procedures.
- Familiarization of all personnel with their specific duties and responsibilities in the event of an emergency.
- Distribution of the procedures to all employees.

For your convenience, the Finance Department's Emergency Procedures Manual can be easily accessed on the Web by visiting <http://www.miamidade.gov/finance/procedures>

## II. HURRICANE

### A. General Hurricane Information:

Hurricanes are tropical cyclones in which winds reach a constant speed of at least 74 miles per hour (mph) and may gust to 200 mph. Their spiral clouds may cover an area several hundred miles in diameter. The spirals are heavy cloud bands from which torrential rains fall and tornados may be generated. The eye of the hurricane is deceptively calm and almost free of clouds with light winds and warm temperatures. Beyond the eye, counterclockwise winds bring destruction and death to coastlines and islands in their erratic path.

It is important to remember that the position of the storm given by the National Hurricane Center is the eye of the storm. High winds and heavy rain may extend up to 200 miles from the eye. Hazardous conditions may arrive 6-10 hours before the eye makes landfall.

Weather experts expect the 2003 Hurricane Season to be active.

The good news: Forecasters are confident they can more accurately predict a hurricane's path. Improving the use of satellite data in computer models since 1989 has reduced the average error of two-day forecasts by 70 miles.

The result: In 1989, the hurricane center's two-day forecast carried an average error of 215 miles. Today, the average error is 145 miles (from Key West to Ft. Lauderdale), still a vast area of uncertainty.

### B. Hurricane Categories:

The Saffir/Simpson Scale is used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

<u>Categories</u>	<u>Winds</u>	<u>Storm Surge</u>	<u>Damage</u>
Category 1	74 - 95 mph	5 feet	Minimal
Category 2	96 - 110 mph	7 feet	Moderate
Category 3	111 - 130 mph	10 feet	Major
Category 4	131 - 155 mph	13 feet	Extensive
Category 5	156 + mph	15 feet +	Catastrophic

### **C. Definitions**

**Advisory:** Advisories are issued every **six hours** once a tropical weather system develops a closed circulation and is issued a number. Advisories list the storm's location, intensity and forecast direction.

**Categories:** Hurricanes are rated from one to five: Category One is 74-95 mph; two is 96-110; three is 111-130; four is 131-155; five is more than 155 mph.

**Eye:** The center portion of a hurricane around which the winds and rain rotate. Winds are light and skies are clear or partly cloudy when the eye is passing through. The calm can be deceptive, however, as the hurricane forces continue to swirl around the eye.

**Flood Warning:** Rainfall flooding is imminent or occurring. You may need to evacuate at a moment's notice.

**Hurricane:** A storm with winds of 74 mph or more, often spawning tornadoes

**Hurricane Alert:** A hurricane alert will be issued by the County Manager if readiness actions are required before a hurricane watch is issued. Action normally taken during a hurricane watch should be initiated when hurricane alert is declared.

**Hurricane Season:** Six-month period from June 1 through November 1.

**Hurricane Warning:** A warning is issued 24 hours before hurricane conditions (winds greater than 74 mph) are expected in the area. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

**Hurricane Watch:** A hurricane watch covers a specified area and time period. A hurricane watch indicates hurricane conditions are possible, usually within 24/36 hours, but it does not mean they will happen. When a hurricane watch is issued listen for advisories and be prepared to take action if advised to do so.

**Major Hurricane:** a storm with winds above 110 mph.

**Storm Surge:** Begins as an arch of water that sometimes reaches out for 50 miles across. It forms over the deepest part of the ocean and combines with the low pressure and strong winds around the hurricane's eye. As the storm moves over more shallow waters, the dome becomes a storm surge: a huge wall of water that can rise to 20 feet above sea level and produce massive flooding and damage at the shoreline.

**Subtropical Storm:** Winds of at least 39 mph, but lacking intense inner core and the classic circular shape of tropical storms or hurricanes. These storms will be assigned names in 2003.

**Tornado Warning:** A tornado has been detected in your area. Take shelter.

**Tornado Watch:** Tornadoes and severe thunderstorm are possible in your area.

**Tropical Depression:** Area of low pressure, rotary circulation and sustained 1-minute winds up to 38 mph.

**Tropical Disturbance:** a moving area of thunderstorms in the tropics.

**Tropical Storm:** Counterclockwise circulation of clouds and wind speed from 39 to 73 mph. These storms are assigned names.

**Tropical Storm Warning:** A storm w/winds of 39-73 mph is likely within 24 hrs. in the area.

**Tropical Storm Watch:** A storm w/winds of 39-73 mph is likely within 36 hours in the area.

**D. Office of Emergency Management (OEM)**

The OEM Webpage is: [www.miamidade.gov/oem](http://www.miamidade.gov/oem); The Answer Center (Rumor Control) phone number is: **305/ 468-5900 (TTY-TDD 305/468-5402)** which will be activated as the 24-hour hotline during hurricanes and emergency situations only. OEM utilizes a: “Ready, Set, (Go To) Safety” approach to hurricanes. This approach means:

Ready .....	Storm threat
Set .....	Storm likely
Safety .....	Storm forecasted to strike

**E. Hurricane Emergency Assignment**

For purposes of assignments, all supervisors and computer and systems technical support staff are considered “**essential**” personnel, and have a key disaster-related role in the implementation of our department’s disaster plan.

“**Non-essential**” employees will be released from work at the Director’s discretion and will follow official announcements on radio or television for return to work.

**F. Training:**

Departmental employees must receive training on the implementation of the Department hurricane emergency procedure at the beginning of the hurricane season. Training programs should include the following:

- Training for staff with specific responsibilities in order to ensure they can implement procedure.
- General orientation for staff to inform them that there is a procedure and explain their responsibilities.

### **G. Communications**

Each division in the Finance Department is responsible for maintaining a current Emergency Contact List of all employees. The listing must include name, home address, home phone number, and office phone number. Higher level supervisors must maintain a copy in their offices and at home. Lists must be updated at least once a year before June.

Public service announcements, including emergency telephone numbers, will be distributed by the Communications Department to radio and television stations and newspapers. These announcements will be updated as circumstances change. They will inform staff when to return to work.

Phone-trees must be established to enable quick communications with all staff. Cellular phones and battery radios, if available from Emergency Management, should be issued to division coordinators during a hurricane watch.

### **H. Hurricane Watch/Alert Phase**

- All supervisory personnel are responsible for organizing their employees in preparing the work site for the arrival of the hurricane.
- Staff will verify that vital records are in a safe area. Files/records that are not in storage cabinets may be wrapped in plastic for moisture protection. If possible, relocate records temporarily to a safer facility or location for their protection.
- Move files, equipment and furniture away from unshuttered windows. Papers, documents, etc., should be placed inside files or desks. Lock all files if possible. Label keys and place in vault. Wrap unplugged office equipment (copy machines, computers, etc.) in plastic covering to protect against moisture.
- Turn-off air conditioners, disconnect electrical equipment and turn-off lights, if building is not managed by GSA.

### **I. Personal: "Ready" Review plan and get ready to act**

- \* Know where family will be when a storm strikes
- \* Establish out of state contact
- \* Know how to shut off utilities
- \* Gather important papers and store in water-proof container
- \* Review and update insurance each year, include replacement coverage, flood and wind protection
- \* Create an inventory
- \* Test emergency equipment
- \* Stock plenty of batteries and bug repellent spray
- \* Stock water, non-perishable food items and a manual can opener
- \* Maintain a First Aid kit and prescription drugs
- \* Keep a battery-operated radio

**J. Dismissal of County Employees**

The County Manager is the incident commander for hurricane emergencies. Official orders from the County Manager will be disseminated through normal communication channels as well as through the broadcast media. Departments should base emergency work schedules on these general announcements:

- The County Manager has ordered all Miami-Dade County offices closed.
- The County Manager has ordered Miami-Dade County employees with recovery responsibilities to return to work.
- The County Manager has ordered Miami-Dade County offices to resume normal operation.

The County Manager will announce when Miami-Dade County offices should close and non-essential employees dismissed. Employees with hurricane preparedness responsibilities will be released after preparations are completed.

**K. Hurricane Warning and Landfall**

- Complete activities begun under Hurricane Watch.
- Upon notice from County Manager, dismiss all non-essential personnel.

**L. Personal: “Set-Prepare” Take actions to protect home**

- \* Close all windows securely
- \* Protect home by installing hurricane shutters, hurricane resistant windows, doors or window film
- \* Protect skylights
- \* Bring in loose items
- \* Carefully take down TV antenna and/or satellite dishes
- \* Turn up freezer and refrigerator
- \* Take pictures off the wall
- \* Draw the drapes and close blinds
- \* Wedge sliding glass doors
- \* Turn off pool pump
- \* Fuel vehicles

**M. Personal: “Safety”**

- \* If leaving, preplan location and leave early
- \* During the hurricane:
  - Take refuge in an interior hallway or room with no windows
  - Stay calm
  - Keep mattress nearby to protect head
  - Listen to radio
  - Use flashlights
  - Stay off the phone
  - Keep fire extinguishers nearby

**N. During the Hurricane**

Finance employees do not work during a hurricane, unless they have specific assignments under the Disaster Assistance Employee Program for which they have previously volunteered.

After a hurricane, the Hurricane Emergency Coordinators will contact their division's supervisors, which in turn, will contact their subordinates with specific instructions on recovery assistance.

**O. Personal: "Recovery"**

- \* Do not touch fallen power lines
- \* Avoid puddles with wires
- \* If you evacuated, wait a few days to return
- \* Have proof of residency readily available
- \* Enter home with caution
- \* Make emergency repairs
- \* Do not drive over downed utility lines
- \* Contact your insurance company

**P. Recovery (After the Storm)**

1. After the hurricane has passed, the County Manager will order employees with recovery responsibilities to return to work.
2. Upon notice from the County Manager, employees with recovery assignments are to report to specified work sites.
3. To assist in recovery operations, **all Finance Department supervisory personnel** will contact immediate supervisor for instructions. The Department Director will determine what assistance will be rendered before the County resumes normal operations. Finance Department staff will assist in manning the rumor control hotline, traffic control or other assistance as may be required **of all staff** upon the Director's instructions.
4. The Controller's and the Tax Collector's Divisions will appoint a Hurricane Claim Liaison, who will survey worksite for damages before all non-essential staff returns to duty.
5. If damage has occurred, a Hurricane Damage Claim Form (Attachment I, Page 9) must be completed for GSA and the Finance Director must be notified. If possible, fax it to the number indicated on the form. If unable to fax or deliver the information to GSA, please phone it in to (305)375-4282. Risk Management will coordinate with the insurance carrier. Should the carrier need additional information, the department's Hurricane Claim Liaisons will be contacted.

The following data should be collected in order to assist in presenting claim:

- Take pictures of the damage, if possible. It is preferable that pictures also be taken prior to the storm.

- Time sheets covering labor for securing site, subsequent clean-up, building repairs, equipment repairs, and work on stock and supplies are generally not recoverable costs under our insurance policy. However, documentation is required for possible coverage by FEMA. Supervisors, as well as employees, must sign time sheets.
- Invoices from outside contractors and subcontractors.
- Invoices for all materials/supplies purchased in relation to the hurricane.
- Inventory damaged/destroyed stock and supplies.

**Q. Return to Duty**

1. Non-essential employees should return to their normal worksites only after the Manager has ordered the County to resume normal operations. However, they may be called upon to assist in other areas.
2. It is the employee's responsibility to listen for public service instructions for non-essential personnel. Failure to respond to assignments for non-essential personnel may result in disciplinary action.
3. Upon notice from the County Manager, all employees are to return to work to resume normal operations.
4. Once employees return to their normal worksite, all employees initiate cleanup of work area, returning equipment and files to their regular setting.

**NOTE:** DO NOT TURN ON COMPUTER EQUIPMENT IF THERE ARE INDICATIONS OF LOW VOLTAGE/POWER FLUCTUATIONS; LOW AIR CONDITIONING OUTPUT; WATER UNDER RAISED FLOOR; BROKEN WINDOWS; OR DAMAGED EQUIPMENT.

**Please Note: The first priority is to insure the safety of our employees.**

5. If vital records have been damaged by water, do not touch them. Contact Records Recovery Team at (305)375-4029 for advice and assistance
6. If, after the storm passes, an employee lives in a devastated or flooded area, and cannot report to work, he/she must contact their supervisor as soon as possible.

**R. Aftermath**

Supervisors will assess damages within the Department and be prepared to describe the situation to higher authorities and file reports if requested with GSA Risk Management and the County Manager's Office.

**Attachment II** to this Manual is a sample of an Emergency Daily Activity Report (also known as "DAR's"), which must be prepared by all the staff involved in securing worksites (**before the storm**) and clean up subsequent to the storm. Should a Hurricane Watch be announced, these forms can be obtained from the Controller's Division, FEMA Unit (305/375-5080). Instructions for completing the DAR's are included as **Attachment III**. The report will include the work performed, name of individual, date, and hours worked. DAR's must be signed by the worker and by the supervisor. Supervisors will be responsible for controlling the activity reports and assuring they correlate to hours on time sheets.

In the event that a hurricane disrupts the normal payroll cycle, employees currently signed up for direct deposit will have their deposit transferred to their bank as soon as the Federal Reserve can process the bank transmission. Employees who normally get paid by check will be issued a payroll check as soon as possible.

Vendor payments will be processed as soon as possible after the County Manager has given notice for all employees to return to work.

Disbursements for emergencies will be given priority, following established procurement procedures for emergencies.

The Department of Procurement Management will assign Purchase Order (P.O.) numbers (in blocks to departments so requesting) for use ONLY in conjunction with commodity purchases necessitated by the hurricane. The prefix number of these P.O.'s will be PX, followed by the departmental initials and the fiscal year. (For example, an emergency P.O. for Finance, issued in September 03 would read PXFN03).

Petty cash limits will be increased during the emergency phase (usually the day before and two days after the hurricane) to **\$1,000** with proper authorization by department heads.

After the hurricane, the Finance Department will resume normal operations at the earliest possible time.

\*

*We encourage employees to read carefully all instructions above and become familiar with them to prepare in advance.*

*Also, please review in detail and become familiar with "Hurricane Preparedness for Personal Safety" on pages 29 and 30 of this Emergency Manual.*

GSA RISK MANAGEMENT DIVISION  
HURRICANE DAMAGE CLAIM NOTIFICATION FORM

Hurricane Claim Liaison (Name) \_\_\_\_\_ Department \_\_\_\_\_

Phone: \_\_\_\_\_ Beeper: \_\_\_\_\_ Cellular: \_\_\_\_\_

Address: \_\_\_\_\_

Location Damaged (Address): \_\_\_\_\_

Description: \_\_\_\_\_

Extent of Damage:

Building: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX THIS FORM AS SOON AS POSSIBLE TO RISK MANAGEMENT DIVISION AT (305)375-1477. IF IT IS NOT POSSIBLE TO FAX OR HAND DELIVER THIS FORM, PLEASE CALL THE PROPERTY AND CASUALTY UNIT AT (305)375-4282 TO REPORT DAMAGE.

# MIAMI-DADE COUNTY EMERGENCY DAILY ACTIVITY REPORT

CONTROL # \_\_\_\_\_

DATE WORK PERFORMED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DEPT/DIV/LOC: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

OCCUPATIONAL TITLE: \_\_\_\_\_

EMPLOYEE SSN \_\_\_\_\_

T  
I  
M  
E

JOB #	LOCATION DESCRIPTION	DESCRIPTION WORK PERFORMED	HOURS		DEPT. OFFICE USE ONLY			
			REG.	O.T.	SIT	DSR	FCAT	ICAT

E  
Q  
U  
I  
P

JOB #	EQUIPMENT DESCRIPTION	EQUIPMENT IDENTIFICATION NO.	MILES/HOURS	UNIT	RATE	DEPT. OFFICE USE ONLY		
						OWN/LEASE P.O.#	FCAT	ICAT

M  
A  
T  
/  
S  
V  
C

JOB #	MATERIAL/SERVICE DESCRIPTION	SOURCE/VENDOR	UNITS USED	UNITS	RATE	DEPT. OFFICE USE ONLY		
						P.O.#	FCAT	ICAT

**NOTE: This Report must be attached to your PAR to receive reimbursement:**

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DSH COORDINATOR NAME: \_\_\_\_\_ DSH COORDINATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DISTRIBUTION: ORIGINAL - Personnel

COPY #1 - Department

ATTACHMENT II

**INSTRUCTIONS FOR COMPLETING THE EMERGENCY DAILY ACTIVITY REPORT (DAR):**

1. This form is to be completed on a daily basis for all employees performing services due to emergencies.
2. The crew supervisor should complete only one form per job number for materials and services used by an entire crew of employees.
3. The employee should sign, date and submit this form to the supervisor on a daily basis for review and signature.
4. Enter date work was performed, occupational title, department /division/location number and employee's social security number.

**TIME**

1. JOB NUMBER - Enter the job number if the department has an existing job/project/work order system using the number assigned.
2. LOCATION DESCRIPTION - Enter the site within the County where the work was done. Use a specific address if known or the nearest street intersection.
3. DESCRIPTION OF WORK PERFORMED - Describe the work being performed. Be as descriptive as possible.
4. HOURS - Enter the number of hours worked that are emergency related. Use REG for regular hours and OT for overtime hours worked. Any hours worked in excess of normal hours that are emergency related should be recorded as overtime.

**EQUIPMENT**

1. JOB NUMBER - Enter the job number from the TIME section (#1.above) that corresponds to the equipment used.
2. EQUIPMENT DESCRIPTION - Enter the description of the equipment used. Be as descriptive as possible and include horsepower, tonnage, cubic yards or other specific information identifying equipment.
3. EQUIPMENT IDENTIFICATION NUMBER - Enter the vehicle number or Miami-Dade County equipment number, or the serial number of the piece of equipment if leased or rented.
4. MILEAGE/ HOURS - Enter the mileage for vehicles (ambulances, buses, pick up trucks) and hours for other vehicles and equipment.
5. UNIT - Enter the unit of measure, either **MI** for miles or **HR** for hours.

**MATERIALS /SERVICES**

1. JOB NUMBER - Enter the job number from the TIME section (#1.above) that corresponds to the materials/services used.
2. MATERIAL/SERVICE DESCRIPTION - Enter the description of the materials or services used. Be as descriptive as possible.
3. SOURCE/VENDOR - Enter the source, **INV** if from the County inventory, or vendor name if purchased. If unknown, leave blank.
4. UNITS USED - Enter the quantity of items used.
5. UNITS - Enter the unit of measure of items used. Refer to the codes below for the proper unit category.

Square Yard	SY	Linear Foot	LF	Lump Sum	LS
Cubic Yard	CY	Square	SQ		
Each	EA	Job	JB		
Square Foot	SF	Miles	MI		
Hour	HR	Acre	AC		
Ton	TN	Board Feet	BF		

**S.**

**FINANCE DEPARTMENT  
BUDGETED POSITIONS BY DIVISION**

**TOTAL NUMBER OF  
EMPLOYEES BY DIVISION  
AS OF  
JUNE 2003**

		<u>FILLED</u>	<u>VACANT</u>	<u>PART-TIME</u>
01	Finance Director	7	1	1
02	Controller	99	10	2
03	Tax Collector	173	36	20
04	Bond Administration	5	0	0
05	Cash Management	5	0	1
TOTAL FILLED POSITIONS		289	47	24

TOTAL POSITIONS BUDGETED F/Y 2003 = **336**

T.

**FINANCE DEPARTMENT  
CHAIN OF COMMUNICATION  
JUNE 2003**

**COUNTY MANAGER  
GEORGE M. BURGESS**

**FINANCE DIRECTOR  
RACHEL BAUM**

**DEPUTY FINANCE DIRECTOR  
GRACIELA CESPEDES**

**DIVISION DIRECTORS**

**SUPERVISORS**

**STAFF**

**IMPLEMENTATION:**

**Willis Patterson** is responsible for the implementation of the Department's procedure; **Sylvia Lopez** and **Peter Cam** are alternates.

**During the month of May each year, the Hurricane Emergency Coordinators will meet to review Finance Department Hurricane Procedures.**

U.

## PRE-HURRICANE PROCEDURES:

The general procedures which must be carried out by essential personnel in an Hurricane watch are as follows:

PROCEDURES/TASK	ASSIGNED TO:	DONE
<b>Pre-Season Preparedness:</b>		
<b>Division's procurement specialist</b> must have <b>on-hand</b> needed supplies at the beginning of season. These include, but are not limited to, labels, plastic bags, tarps, waterproof tape, storage boxes, tape or CD's for backups of PC's etc.		
<b>Division Directors</b> must have current, up-to-date residential phone numbers for all staff. Supervisors must have phones of immediate subordinates and immediate supervisor. Phones trees should be defined to enable quick notification of all staff. <b>NOTE:</b> Phone numbers are confidential. Not to be disclosed or made available to everyone.		
<b>TAKE</b> pictures, and if possible video of facilities, equipment and contents. Store in safe/vault, labeled with year.		
<b>IN CASE OF HURRICANE WATCH:</b>		
As occupants of GSA managed buildings, we are responsible for securing our own work stations prior to leaving the facilities. GSA building managers will secure the facilities by deactivating major electrical, mechanical and air conditioning systems and protecting the exterior structure within time and resource constraints.		
<b>PC'S and Peripheral Equipment</b> (to be coordinated by our Technical Staff): <ul style="list-style-type: none"> <li>- <b>BACK-UP</b> database system. In addition to your database software, be certain to back-up any database application, spreadsheets, or word processing files that will be needed at later time. <b>MAKE 3</b> copies. <b>SECURE</b> one in the unit's safe/vault, give one to a supervisor who lives in separate part of town, and take the other one home.</li> <li>- <b>PERFORM</b> normal shutdown procedures and unplug all components.</li> <li>- <b>UNPLUG TERMINALS</b>, unhook the coax cable and move them away from the windows. Cover with plastic and secure with waterproof tape.</li> <li>- <b>UNPLUG CONTROLLERS</b>, cover with plastic and secure with waterproof tape.</li> <li>- <b>UNPLUG PRINTERS</b> if they are located near a window, then unhook the coax connector and move it to a more secure location.</li> <li>- <b>STORE PC &amp; peripheral equipment</b> in secure location (at the <b>SPCC</b> by the Cashier's Off.)</li> <li>- <b>DISCONNECT/UNPLUG</b> all electrical appliances and equipment.</li> </ul>		

<b>PROCEDURES / TASK</b> (continued)	<b>ASSIGNED TO:</b>	<b>DONE</b>
<b>REMOVE</b> any boxes and miscellaneous records from the floor and place at a higher location.		
<b>STORE</b> all papers and items of importance in as safe an area as possible, away from windows, as not to be damaged by water and /or wind.		
<b>PLACE</b> valuables in plastic bags and secure in a safe/vault. If the work site does not have a safe/ vault, place items in a file cabinet with lock. Lock file, label key, and place in safe site. Prepare inventory of items placed in safe and distribute to supervisors.		
<b>PLACE</b> Plastic covering (tarp/trash bags) over file cabinets, desks, boxes, and equipment. Secure with waterproof tape. Lock drawers and overhead storage areas.		
<b>SEND</b> all master microfilm and official records not recorded to Records Center " <b>C</b> " to be placed in the vault. Secure cabinets containing microfilm. Store film from carousel in locked drawers.		
<b>PLACE</b> notification on doors to inform the public that the office is closed as necessary.		
<b>IF</b> the "watch" is announced during normal working hours, outgoing mail should be taken immediately to the <b>GSA</b> Mail Center on the 18th Floor of the <b>SPCC</b> , or to the library's basement for processing and delivery to the US Postal Service.		
Employees are responsible for taking home any personal items they want to preserve. Miami-Dade County will not be responsible for any loss or damage to personal items on County property.		

**V.**

**2003 FINANCE DEPARTMENT  
HURRICANE EMERGENCY COORDINATORS**

	<u>WORK PHONE</u>	<u>PAGER</u>	<u>CELLULAR</u>
<b><u>DIRECTOR'S OFFICE:</u></b>			
	(305) 375-	(305)	(305)
<b>RACHEL BAUM</b>	<b>5245</b>		<b>510-2955</b>
GRACIELA CESPEDES	5147	738-3362	
GENEVA HUGHES	5208		
LILIANA MAREMA	5245	272-0773	
<b><u>BOND ADMINISTRATION:</u></b>			
<b>LIDIA MONZÓN-AGUIRRE</b>	<b>5147</b>	<b>841-1226</b>	
FRANK HINTON	5147	881-4315	
<b><u>CASH MANAGEMENT:</u></b>			
<b>GISELA GUTH</b>	<b>5134</b>		
LEONIDES PEREZ	5134		
<b><u>CONTROLLER'S DIVISION:</u></b>			
<b>BLANCA PADRON</b>	<b>3781</b>	<b>855-8338</b>	
WILLIS PATTERSON	5080	288-2216	
JOSE FERNANDEZ	5080		
LUCIEN HOPE	5200		
CLAUDIA GARCIA	5080		
NIEVES DEL RIO	5111		
PATRICK KING	5200		
<b><u>TAX COLLECTOR'S DIVISION:</u></b>			
<b>IAN YORTY</b>	<b>5762</b>	<b>272-4322</b>	
SYLVIA LOPEZ	5762	277-0561	
CHARLES GALEA	2503	732-9154	
MARESA CAIN	5452		
FERNANDO CASAMAYOR	5762		
GLADYS LARRIEU So. Dade G.	255-5010	889-8657	
MARIE ESQUIVEL	5068	881-6720	
ALLEN EAGLE	5551	738-4902	

W.

## 2003 FINANCE DEPARTMENT HURRICANE WATCH COORDINATORS

*In a Hurricane Watch, the following individuals will be available  
to secure Finance Department's equipment, furniture, and files:  
(Division Director in **bold** letters - Shown in alphabetical order by **last name**)*

	<u>OFFICE</u>	<u>PAGER</u>	<u>CELLULAR</u>
<b><u>FINANCE DIRECTOR'S DIVISION:</u></b>			
	(305) 375-	(305)	(305)
<b>Rachel Baum</b>	<b>-5245</b>		<b>510-2955</b>
Graciela Cespedes	-5147	738-3362	
Geneva Hughes	-5208		
Liliana Maresma	-5245	272-0773	
<b><u>BOND ADMINISTRATION DIVISION:</u></b>			
Frank Hinton	-5147	881-4315	
Arlesa Leverette	-5147	738-3372	
<b>Lidia Monzon-Aguirre</b>	<b>-5147</b>	<b>841-1226</b>	
<b><u>CASH MANAGEMENT DIVISION:</u></b>			
<b>Gisela Guth</b>	<b>-5134</b>		
Leonides Perez	-5134		
<b><u>CONTROLLER'S DIVISION:</u></b>			
Michael Camero	-5080	272-0741	
Miriam Concepcion	-5080		
Hector Cuenca	-5080		
Nieves Del Rio	-5111		
Jose Fernandez	-5080		
Claudia Garcia	-5080		
Hilda Garcia	-5080	277-1982	
Lucien Hope	-5200		
Patrick King	-5200		
Lori Madrigal	-5080		
Arlin Montero	-5111		
Maria E. Moreira	-3558		
<b>Blanca Padron</b>	<b>-3781</b>	<b>855-8338</b>	
Willis Patterson	-5080	288-2216	
Adela Perez	-5111		
Anthony Perez	-5080		
Patrick Price	-5080	277-1521	
Connie White	-5080	737-8925	

# **2003 FINANCE DEPARTMENT HURRICANE WATCH COORDINATORS (CONTINUED)**

(Division Director in **bold** letters - Names shown in alphabetical order)

	<u>OFFICE</u>	<u>PAGER</u>	<u>CELLULAR</u>
	(305) 375-	(305)	(305)
<b><u>TAX COLLECTOR DIVISION:</u></b>			
Estela Ariza	-5465		
John D'Auria	-1944	738-4078	
Maresa Cain	-5452		
Peter Cam	-4232		
Fernando Casamayor	-5762		
Allen Eagle	-5585	738-4902	
Marie Franco	-3630		
Chuck Galea	-2503	732-9154	
Jack Gilman	-1938	276-2019	
Ruthie Harris	-5465		
Luc Joseph	-4876	287-7269	
Gladys Larrieu (So. Dade Govt. Ctr.)	255-5010	889-8657	
Sylvia Lopez	-5762	277-0561	
Linda Marchionni	-3882		
Christina Mekin	-3582		
Luis Mendoza	-5465		
Roxana Mila	-5465		
Marcia Navarro	-5678		
Marcia Rios	-5585		
Gina Royero	-2503		
Salvador Sosa	-5899	881-6715	
Carl Strowd	-4748	738-6132	
Gladys Ward	-5248	773-3012	
<b>Ian Yorty</b>	<b>-5762</b>	<b>272-4322</b>	

**OTHER  
EMERGENCIES**

**FINANCE DEPARTMENT**

**2003**

### **III. OTHER EMERGENCIES**

**A. BOMB THREATS** - In the event of receiving a bomb threat over the telephone, if possible:

1. Engage caller in conversation.
2. Be calm and take notes of the conversation, noting the exact time when the call was received.
3. Have someone listen in on the call or make someone else aware of the situation.
4. Try to determine:
  - The exact location of the bomb (floor, area, etc.)
  - The source of the threat
  - Time of explosion if it is supposed to occur
  - What it looks like
  - Background noises on the phone
  - Qualities of the caller's voice: loud, soft, etc.
    - Speech - fast, slow
    - Diction - good, nasal, lisp, etc.
    - Manner - calm, emotional, vulgar, etc.
  - Sex and approximate age
  - Accent (English, French, Hispanic, other)
  - If the caller's voice was familiar to you
  - If the caller appeared to be familiar with the building set up
5. Keep caller on the phone as long as possible. Do not hang up the phone.
6. Check ***CALLER ID*** or, dial **\*69 immediately thereafter** if your telephone has any of these two features available to determine where call originated.
7. Contact the Police at **911** (dial "9" or "99" prefixes as applicable)
8. Notify Building Manager's Office:
  - ÷ x - 2616 for the Stephen P. Clark Center ("SPCC")
  - 305/349-7600 for the 140 W. Flagler Building ("140 Building")
  - 305/232-3831 for the South Dade Government Center ("South Dade")
9. Notify supervisor.

**B. SUSPICIOUS PACKAGES OR EXPLOSIVE DEVICES** - If a suspicious package is found:

1. Never touch or move a suspicious package or bomb/explosive device; **do not assume that it is the only one.**
2. Turn-off all radios, beepers, cellular phones and transceiver equipment near the suspected area.
3. Contact the Police at **911** (dial "9" or "99" prefixes as applicable).
4. Notify the Building Manager's Office:
  - ÷ x - 2616 for the SPCC
  - 305/349-7600 for the 140 Flagler Building
  - 305/232-3831 for the South Dade Center
5. Unlock drawers, cabinets, etc., for Search Team
6. Identify strange or misplaced objects to Search Team
7. If evacuation is necessary, the Building Manager will use the alarm system to notify such evacuation. You must leave in an orderly manner.
8. Cooperate with emergency personnel during evacuation and to resolve the incident.

**C. FIRE** - Fire Emergencies - Evacuation Instructions:

1. Upon discovering a fire, pull the alarm next to each exit stairwell.
2. Call the Building Manager's Office at:
  - ÷ x - 2616 for the SPCC
  - 305/349-7600 for the 140 Flagler Building
  - 305/232-3831 for the South Dade Center
3. Upon hearing an alarm, stop all work, listen for instructions and prepare to exit the floor by the nearest stairwell.
4. Do not use elevators, do not run, and do not panic. Please move quickly and quietly down the stairwell three floors.
5. Follow instructions provided by the Floor Warden and deputy wardens. They will direct you.

6. Disabled persons should proceed toward areas identified for them. Floor Wardens or other designated personnel will assist them in exit procedures.
7. If a full evacuation order is given, the Finance Staff will evacuate from its corresponding building and will meet as follows. If you are located at the:
  - **SPCC** - meet in the parking lot of the Parks Department's offices (Hickman Building, 275 N.W. 2<sup>nd</sup> Street.)
  - **140 Building** - meet at 201 W. Flagler Street, on the sidewalk in front of the building. As a contingency, staff should report to the paved parking lot west of 234 W. Flagler Street.
  - **South Dade Center** - meet in the Cutler Ridge parking lot across the main entrance to the building on the **north** side.

**Please Note:** This evacuation step must be thoroughly followed to be able to keep an account of all staff at all times during an emergency.

#### **D. CHEMICAL OR BIOLOGICAL LEAKS, SPILLS OR HAZARDS:**

1. **Chemical Spill** - In the case of a chemical spill:
  - a. Notify personnel in the adjacent room/areas affected by the spill to evacuate immediately.
  - b. Call Fire at 911 (dial "9" or "99" prefixes as appl.) to report the spill.
  - c. Report the spill and its location to the building control center as follows:
    - ÷ x - **1007** for the SPCC
    - 305/**349-7600** for the 140 Flagler Building
    - 305/**232-3831** for the South Dade Center
  - d. Establish "zone" for controlling contamination
  - e. All personnel who may have been contaminated by the chemical should report to and remain in one safe location (location suggested: a bathroom) until the Fire Department arrival to decrease the chance of contaminating other personnel and areas.
  - f. Control access to area until it is safe. Only those directly involved in emergency response should be allowed to enter.

- g. Obtain the following information for response personnel:
    - Time of release
    - Quantity released
    - Color and odor (if readily noticeable)
    - Action initiated by personnel at the scene
  - h. Do not re-enter the room/area until the appropriate safety officials have determined that the area is safe to re-enter.
2. **Suspicious Unopened Letter, or Package Marked with or Without Threatening Message Such as “Anthrax:”**
- a. Do not shake or empty the contents of any suspicious envelope or package.
  - b. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents and place on top of stable surface.
  - c. If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
  - d. Do not sniff, touch, taste or look closely at envelope or package or at any contents which may have spilled.
  - e. Then **leave** the room and section off the area to prevent others from entering.
  - f. What to do next:
    - Contact the Police **at 911 (dial “9” or “99” prefixes as applicable)**
    - Report the incident to the Building Manager’s Office at:
      - ÷ x - 2616 for the SPCC
      - 305/349-7600 for the 140 Flagler Building
      - 305/232-3831 for the South Dade Center
    - Notify your available supervisor.
  - g. Wash your hands with **soap and water** to prevent spreading any powder to your face or skin.
  - h. List all people who were in the room or area when the letter or package was received or noticed. Give list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

### 3. Envelope with Powder or Powder Spills out onto Surface:

- a. Do not try to clean up the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- b. Do not sniff, touch, taste or look closely at envelope or package or at any contents which may have spilled.
- c. **If powder spills onto your clothing or you, notify an immediate supervisor** who will secure the section of the area to prevent others from entering.
  1. Keep your hands away from your face.
  2. Wash your hands and any area touched by the spill with soap and water.
  3. **REMOVE** heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
  4. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.
- d. Supervisor will:
  1. Contact the Police **at 911 (dial "9" or "99" prefixes as applicable)**
  2. Report the incident to the Building Manager's Office at:
    - ÷ x - 2616 for the SPCC
    - 305/349-7600 for the 140 Flagler Building
    - 305/232-3831 for the South Dade Center
  3. Secure area to prevent others from entering.
- e. **If powder did not spill onto your clothing or you**, LEAVE the room and CLOSE the door or section of the area and to prevent others from entering.
  1. Contact the Police **at 911 (dial "9" or "99" prefixes as applicable)**
  2. Report the incident to the Building Manager's Office at:
    - ÷ x - 2616 for the SPCC
    - 305/349-7600 for the 140 Flagler Building
    - 305/232-3831 for the South Dade Center
  3. Notify your available supervisor

#### 4. **Identifying Suspicious Packages and Letters**

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

#### 5. **Odor Management**

Don't spend time looking for the source of the odor - report it and, if necessary, evacuate.

- a. **Familiar Burning Odor** - Sometimes we might recognize an odor that is frequently encountered, such as an electrical burning smell, and a short time later find that the odor dissipated. At the end of the day we leave work but by next morning, when we return to work, we might find that a fire occurred in our area overnight. By reporting it when we first recognized the burning odor, we might have prevented that fire.
- b. **Burning Odor with No Sign of Smoke** - Other times we might smell a burning odor and because we do not see smoke, we might not formally report it; or we might think “someone else is reporting it or has called the Fire Department.” As a result, the Fire Department does not receive notification of the fire emergency until it has developed into a major incident.

**Remember - never assume and notify your available supervisor.** If no supervisor is immediately available, contact Building Manager at:

÷ x - 2616 for the SPCC  
305/349-7600 for the 140 Flagler Building  
305/232-3831 for the South Dade Center

- c. **Odors Causing Physical Effects** - If we are exposed to a chemical that may be harmful, in many cases, our body will let us know by watery and burning eyes, coughing, nausea, etc. If you find yourself in a situation where you are being physically affected, you should advise the people in the area of the problem, contact the Fire Department and evacuate the area. Please also note that many chemicals do not cause immediate physical effects.

**Remember - never assume - call 911 (dial “9” or “99” prefixes as applicable) for assistance and notify your available supervisor.** Even if you KNOW the cause of a chemical or burning odor - call the Building Manager’s Office.

## **E. EMERGENCY RESCUE**

If any staff member needs Emergency Rescue:

1. Call **911 (dial “9” or “99” prefixes as applicable)** and give Fire/Rescue the necessary information.
2. Notify your building **Central/Security Control** Desks as follows:

÷ x - **1007** for the SPCC Central Control  
305/349-**7600** for the 140 Flagler Building Manager’s Desk  
305/232-**5800** for the South Dade Center Security Desk

alerting them of your call to emergency rescue and providing them with

- your name;
- your location;
- your floor number if at the SPCC or 140 Building; and
- phone number you are calling from.

As the case may be, the Central/Security Control operators will bring the freight elevator (at SPCC) or assigned elevator (at 140) to the ground floor, notify security personnel that emergency rescue is on its way, where the assistance is needed and will alert the Building Manager.

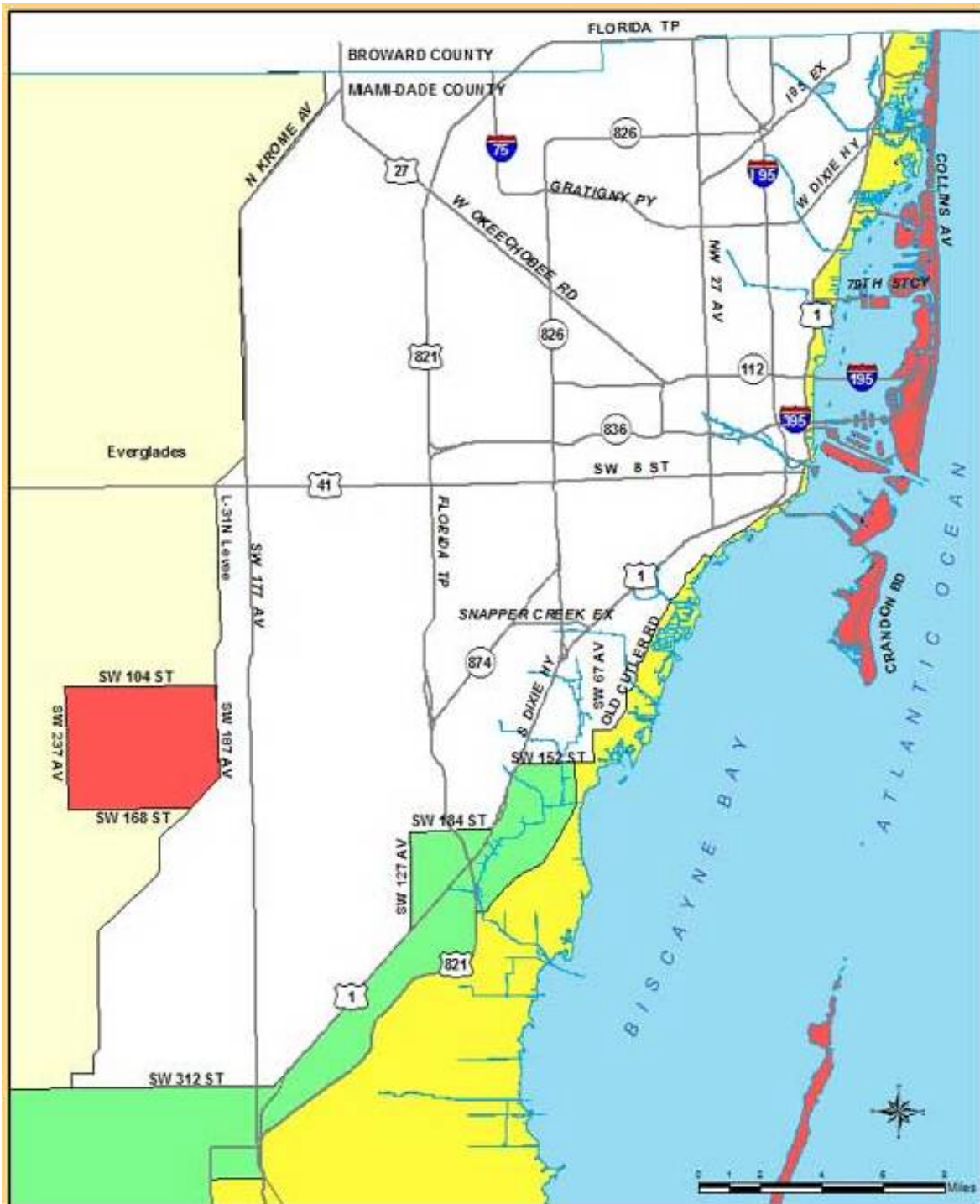
3. Have someone wait to direct emergency rescue to the person needing attention upon arrival as follows:
  - at the SPCC: by the freight elevator, and front elevators (just in case)
  - at the 140 Building: by the elevators area
  - at South Dade: by the main entrance to the area
4. Notify your immediate supervisor **and** Geneva Hughes (at 305/375-5208 or 5625) so family members of the employee can be contacted.

## Evacuation Zones

**Zone A (Red Zone)** – Miami Beach, Virginia Key, Key Biscayne and all islands lying within Biscayne Bay including the municipalities of Golden Beach, Sunny Isles Beach, Bal Harbor, Bay Harbor Islands, Indian Creek Village, Surfside, North Bay Village, City of Miami Beach and the island portions of the City of Miami. (Note: That area west of the L-31N levee known as the 8 ½ Square Mile Area is ordered to evacuate because of its inaccessibility to rescue vehicles following a major storm.)

**Zone B (Yellow Zone)** – All areas of mainland Miami-Dade County lying (north to south) east of Biscayne Boulevard, Brickell Avenue, S. Miami Avenue, South Bayshore Drive, Main Highway, Ingraham Highway, Old Cutler Road, the Florida Turnpike south to U.S. 1 to State Road 9336 [SW 344 Street (Palm Drive), SW 192 Avenue (Tower Road) and Ingram Highway] south to Everglades National Park. The only exception to this pattern is a small area east of Old Cutler Road, west of SW 67 Avenue and north of SW 152 Street that is not in the evacuation zone.

**Zone C (Green Zone)** – The area of Miami-Dade County west of Zone B and a line defined by SW 152 Street (Coral Reef Drive) at Old Cutler Road going west to U.S. 1, then south to SW 184 Street (Eureka Drive), then west to SW 127 Avenue (Burr Road), then south to U.S. 1 to SW 312 Street (Campbell Drive or Homestead's NW 8 Street), then west to Everglades National Park.



## HURRICANE PREPAREDNESS FOR PERSONAL SAFETY

The following guidelines are presented for you and your household personal safety. Please read carefully and feel familiar with them to prepare in advance.

*Have at least 3-14 days worth of the things you will need:*

### BASICS:

- Money in cash
- Bottled water - 1 gallon per person per day
- Manual can opener
- Non-perishable foods (i.e. canned meat, fish, fruit, milk, vegetables, soups)
- Bread in moisture proof packaging
- Cereal, granola bars, cookies, candies, dried fruit
- Powdered or single serve drinks
- Packaged ketchup, mustard or mayonnaise
- Peanut butter, jelly
- Instant tea or coffee
- Flashlight (1 per person)
- Portable battery powered lanterns
- Large plastic trash bags (plenty)
- Battery operated radio w/new batteries
- Batteries, assorted sizes, incl for hearing aids
- First aid kit including aspirin, antibiotic creams
- Mosquito repellent
- Sun screen (45 SPF recommended)
- Unscented bleach or water purification tablets (add 8 drops of bleach per gallon)
- Maps of the area with landmarks noted on it

### COOKING:

- Waterproof matches/butane lighter
- Sterno Fuel; Portable camp stove or grill
- Stove fuel; or propane gas tank plus spare tank for gas grill; or charcoal with lighter fluid
- Disposable eating utensils, plates, cups
- Napkins, paper towels
- Aluminum foil
- Oven mitts
- Zippered bags, assorted sizes
- Large ice chest

### BABIES:

- Disposable diapers; Bottles and feeding utensils
- Formula, food and medication

### PERSONAL SUPPLIES:

- Prescription medicines (1 month supply and copy of prescriptions)
- Toilet paper; personal hygiene towels
- Entertainment: Books, games, magazines, etc
- Bedding: pillows, sleeping bags
- Changes of clothing
- Rain ponchos and work gloves
- Extra prescription glasses or contact lenses
- Hat or sun visor
- Soap, toothpaste, mouthwash

### IMPORTANT DOCUMENTS:

- Photo ID (driver's license, other); Passport
- Insurance docs ( medical, home, car, life, others)
- A list of all your important contacts (family, doctors, insurance agents); address book
- Banking information
- Leases/mortgage
- Proof of occupancy (such as utility bill)
- Photo inventory of your personal belongings
- Waterproof container to store the documents

### PET SUPPLIES:

- Dry and canned food for 14 days
- ID tags and collars
- Proof of recent Immunizations
- Water (½ gallon per day)
- Litter box and supplies
- Carrying container

### OTHER NECESSITIES:

- Tool Box
- AC rated fire extinguisher
- Masking tape or duct tape
- Outdoor extension cords
- Spray paints
- Standard single line phone, not portable (After hurricanes, many people still have service)
- Local phone book

## HURRICANE PREPAREDNESS FOR PERSONAL SAFETY (continued)

### Important Phones

MDC Office of Emergency Management (305) 468-5400

24-hour update when disasters occurs: (305) 468-5900

American Red Cross Greater Miami/Keys Chapter: Phone: (305) 644-1200

Flood Complaints (9 to 5 pm) (305) 372-6688

Flood Complaint Hotline (305) 372-6955 (24 hours)

For the Hearing Impaired: (305) 468-5402

Online: [www.co.miami-dade.fl.us/oem](http://www.co.miami-dade.fl.us/oem)

Online: [www.miamiredcross.org](http://www.miamiredcross.org)

### General Information

- Develop your personal disaster plan on how to protect your household and property
- Review your insurance coverage to include property replacement, flood & wind protection
- Trim trees, bushes in May so they will survive damaging winds. For tips: call MDC Cooperative Extension Off. @ 305-248-3311.
- Establish an out-of-state contact to relay messages to friends & family in case of emergency
- Assign someone at home the job to check the weather everyday during Hurricane Season
- Once a tropical storm has formed, monitor the National Hurricane Center forecasts released at 5 and 11 am; 5 and 11 pm.
- Keep a battery-operated radio and two weeks supply of batteries on hand at all times.

### Pet safety

- Make sure you store adequate food, water, medicines and ID tags for your pets as well.
- If you must evacuate your home, Evacuation Centers will only accept service animals for people with disabilities.
- Make plans to board your pets with friends or at an inland pet shelter.

### How to treat your pool before a hurricane

- Drain your pool to just below the skimmer. That should compensate for the rainfall related to the hurricane. An empty pool may become destabilized in the ground and crack.
- Wrap all pump equipment in plastic or other protective coverings.
- Add extra chlorine to the pool water before the storm arrives. This will prevent growth of mosquitoes and other vermin afterwards.
- Turn off the electricity to the pool

### Residents in Evacuation Zones

- Make plans to leave early to the inland home of a friend or family member if you can
- Rehearse your evacuation plan with your household and leave extra time for traffic
- STS users: STS has very limited vehicles and will only provide one trip during evacuations, so please use it for your evacuation
- Residents who may need assistance evacuating from disaster, should register for the **Emergency Evacuation Assistance Program** at the Office of Emergency Management at (305) 513-7700 (hearing impaired: (305) 468-5402. Download application from the OEM website at <http://www.co.miami-dade.fl.us/oem>
- Make sure to follow instructions for evacuation on time and in an orderly fashion.
- If you are asked to evacuate, please do so within the timeframe given. Remember - if you don't, after the hurricane has passed, emergency personnel may not be able to reach you should you need emergency assistance.

**IF YOU LIVE IN A MOBILE HOME OR ARE ELECTRICALLY DEPENDENT, YOU SHOULD EVACUATE FOR ANY CATEGORY OF TROPICAL STORM OR HURRICANE.**

### When the Hurricane hits:

- Take refuge in an interior hallway or smaller room with no windows like a closet near load bearing walls.
- If your home has hurricane shutters, you may be able to take shelter in those rooms protected by them.
- Keep a mattress nearby to protect your head.
- Be sure to leave a clear path to exit in case of fire and keep a fire extinguisher nearby. Only use battery operated lamps or flashlights.

### After the Storm

Please note:

- Car accidents are the main cause of injury after a hurricane. Treat all intersections like a four-way stop. Combine your trips and drive only if it is absolutely necessary.
- Stay away from all downed utility lines and do not drive over them
- Limit your phone calls to absolutely necessary ones and only call 911 for life threatening emergencies.
- If you have a generator, make sure it is grounded and does not run inside your home. Do not connect them to your home's electrical system. It is a fire risk and can electrocute utility repair workers

### Floods

To determine if your home lies in an area susceptible to flooding, contact MDCs Stormwater Utility's Flood Zone Hotline at (786) 315-2847 or online at: [www.miamidadegov/dem/Water/stormwater\\_flood\\_protection.asp](http://www.miamidadegov/dem/Water/stormwater_flood_protection.asp)

When the National Weather Service issues an Emergency Flood Warning Notice for your area, take safety precautions immediately:

- Do not walk or drive through flowing or standing water or allow children to play in floor waters. Unseen obstructions or hazards, sewage from overflowing sewer lines may be present in the water.
- Avoid downed power lines and electrical wires.
- Turn off the power in your house, to include all propane gas tanks and lines.
- Be alert for small animals that are flushed out by flooding conditions. Under stress, animals may react by biting when disturbed.
- Be aware of gas leaks in the house. Do not smoke, nor use candles or open flames until you are sure no leaks exist. Ventilate enclosed areas if you suspect gas is present.

Ref: BellSouth White pages & MDC Water Management

## ***V. In Closing...***

*It is the intention of the Finance Department management to prepare, maintain and be able to implement effective emergency procedures to be used in case of an emergency. We do not anticipate the occurrence of any of the emergencies depicted throughout the Manual, though hurricanes are a fact of life in South Florida.*

*By understanding our roles and following these thorough step by step guidelines, we will be able to avoid mistakes and insure the safety of our employees, by avoiding unnecessary injuries or losses. Should an emergency of any kind arise, these guidelines will assist us to an optimum recovery.*